

## **Recommended Report Standards of the Water Resources Development Commission and Committees**

ADWR has developed the following guidelines to assist with the preparation of committee reports for the WRDC.

Following these guidelines will help ensure that the final WRDC report of findings will be a comprehensive well structured document.

WRDC committee members and report authors may be contacted for editorial changes and questions from the WRDC Final Report Committee.

### **Committee/Author Responsibilities:**

Reports submitted to the WRDC must be concise and clearly written. All references must be properly cited and permission for the use of copyrighted materials must be obtained when necessary. All committee and sub-committee reports should be stamped or labeled “draft”, and should remain in draft form until the final WRDC report of findings has been issued.

### **Electronic Submission:**

Reports are to be submitted in electronic form to Colleen Lane at ADWR via email (cklane@azwater.gov).

### **General Electronic Format:**

Reports should be drafted in Microsoft Word using the following format:

- Standard 8.5 inch x 11 inch page size
- 1 inch margins
- “Draft” watermark

### **Title Text**

Centered

Font is in Times New Roman, **Bold, 16 pt.** typeface

Two line spaces between title and author(s)

Committee chair name(s) is in Times New Roman, **Bold, 12 pt.** typeface, one line space between multiple names

### **MAJOR HEADING**

Aligned left, no indentations

Times New Roman, **Bold, 12 pt., ALL CAPS**

One line (or carriage return) between paragraphs and heading

### **Minor Heading**

Aligned left, no indentations

Times New Roman, **Bold, 12 pt.**

One line (or carriage return) between paragraphs and heading

*Sub-headings*

Aligned left, no indentations  
Times New Roman, *Italic*, 12 pt.

Body text

Aligned left, no indentations  
Times New Roman, 12 pt.  
Single line spacing using the wrap around feature  
One line (or carriage return) between paragraphs

Image files in JPG or TIFF format

Nomenclature and Units

Be consistent with nomenclature and units used throughout the report!! (i.e. 10/01/2010 vs. 10/1/2010 vs. 10/1/10 vs. Oct. 1<sup>st</sup>, 2010, etc.)

All terminology and notation used in the report should be commonly understood; if uncertain, include the item in the Definitions section.

Abbreviations and acronyms should be spelled out in full at their first occurrence in the text.

English units of measure should be used.

**General Report Content and Structure:**

Reports should include:

**Title**, committee chair name(s), affiliation and e-mail address (i.e. Chair Name, ABC Company, email: [chairname@abc.com](mailto:chairname@abc.com))

**Table of Contents**

**Abbreviations**

**Conversion Factors**

**Definitions**

**Main text**

*Note: Text should be written in third person, but first person may be used where appropriate.*

Subdivided into:

*Introduction* - describing the background and goals of the committee's work

*Methods* - a brief description of the methods/techniques employed by the committee, including citations to resources used in the work process

*Results and Discussion* - a clear presentation of the committee's findings with an emphasis on points of interest

*Note: Do not number or letter section headings.*

**Conclusions** - a brief explanation of the significance and implications of the committee's work

*"Bin Items"* – this section will include all items that the committee would have included in the report, but were not able to due to time constraints, limited resources, need for more data, etc.

*Recommendations* – recommendations for future data acquisition, studies and/or evaluations

**References** - APA Style listed in alphabetical order

*Note: References must be from an accessible source; therefore, personal communications are not included in the References section and should be cited directly within the text (see next section).*

Examples:

*Section of a Book:*

Collins, K., Morris, S., & Nagel, P. (2010). Book Section Title. In B. Jones & T. Smith (eds.), *Book Title* (pp. 105-155). City, State: Publisher.

*Book:*

Collins, K., Nagel, P., & Morris, S. (2010). *Book Example Title* (2<sup>nd</sup> ed.). City, State: Publisher.

*Web Site:*

Collins, K., Nagel, P., & Morris, S. (2000, January 1). *i.e. Home: Web Site Example*. Retrieved November 15, 2010, from Bibliography Web Site: <http://www.WebSiteExample.com>

*Conference Proceeding:*

Morris, S., & Nagel, P. (2010). Conference Proceeding Title. *Conference Name* (pp. 1-51). Conference City, State: Publisher.

*Report:*

Morris, S., & Nagel, P. (2010). *Report Example Title*. City, State: Publisher.

*Article in a Periodical:*

Morris, S., Collins, K., & Nagel, P. (2010, December 15). Article in a Periodical Title. *Periodical Title* , pp. 2-30.

*Document Obtained from a Web Site:*

Nagel, P., Collins, K., & Morris, S. (2000, January 1). *i.e. Information: Name of Document's Web Page*. Retrieved November 15, 2010, from Name of Web Site:  
<http://www.DocumentFromWebSite.com>

*Journal Article:*

Nagel, P., Morris, S., & Collins, K. (2010). Journal Article Name. *Journal Name* , 1-51.

*Map or Chart:*

The Name of the Map or Chart [Type of information i.e. Map]. (2010). *Name of project the figure was created for*. City, State: Publisher. **OR** Retrieved from  
<http://www.interestingmaps.com>

*Miscellaneous Reference:*

Nagel, P., Morris, S., & Collins, K. (2010, June 1). Miscellaneous Reference Title. *Miscellaneous Publication Title* . City, State, Country: Publisher.

**References Cited in Text**

*Note: Personal Communications are not considered an accessible source and should only be cited in text.*

When first citing a source within text, include all authors by last name followed by the year of the publication in parentheses:

(Collins, Morris, & Nagel, 2010)

The second instance the citation appears in text should only include the first author's name followed by et al. and the year of the publication:

(Collins et al., 2010)

Personal communications should include the author's name, personal communication and date of communication:

(K. Collins, personal communication, January 1, 2010)

*Note: for further guidance on how to cite references using the APA Style, visit <http://owl.english.purdue.edu/owl/section/2/10/>.*

**Appendix** – Include a list of all committee members and their affiliation

**Tables and Figures** - should be clearly described in the body text and located near the text description and numbered in the sequential order that they are referenced in the text

In addition to the table or figure number, a concise informative title should be located below the table or figure. Include a brief description of the table or figure when appropriate:

Figure 1. Example data table. This table represents an example of a standard data table.

Abbreviations, terminology and formatting should be consistent between all tables and figures.

Tables and figures should be large enough for the reader to easily identify its characteristics.